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**BRL CC Memo 2006-03**

TO: Licensing Specialists with Responsibility for Family and Group Child Care  
WCCIP Technical Advisors  
Licensing Chiefs and Supervisors

FROM: Jill Chase, Director  
Bureau of Regulation and Licensing

RE: HFS 45 Family Child Care Rule with Commentary (PFS-4069)  
HFS 46 Group Child Care Rule with Commentary (PFS-4024)

I am very pleased to send you copies of the new HFS 45 Family Child Care Rule with Commentary and HFS 46 Group Child Care Rule with Commentary. Please insert this material into your old manual binders with the new dividers, cover and spine sheets that are also enclosed.

These new publications would not have been possible without the dedicated and tremendous effort of the child care workgroup: Anne Carmody, Kelly Gustafson, Linda Juckem, Jill Krieger, Sharon Lebeck, Rita Miller, Kathi Rabe, Sherry Radloff, Maureen Rhiel, Julie Strong and Alberta Whitaker. I extend to them my sincere appreciation for their outstanding work, and hope that you will also thank them for their extra efforts. Unless you have worked on a project like this, it is difficult to appreciate all that goes into developing the final documents. My thanks also to Kathleen Kramer for her detailed, thorough and excellent production work.

At this time, the manuals are being distributed to licensing staff and WCCIP Technical Advisors. It will shortly be available to licensing staff on the BRL Intranet site.

We will post the manuals on the BRL Internet site after May 1, 2006, and make them available for sale at that time. The cost of the HFS 45 FCC Rule with Commentary (PFS-4069) is \$15.00 and the cost of the HFS 46 GCC Rule with Commentary (PFS-4024) is \$20.00. Copies may be purchased from central and regional offices.

Each regional and district office will also have a copy for the public to use and to make copies from according to our existing policies.

While we are delaying release to give you time to become familiar with the manuals, they are final documents and you may share portions of it with providers if it will assist their understanding of a particular rule.

We plan to update the manual on an annual basis. As these revisions are made, you will receive updates and instructions for updating. Please ensure that your manual is kept current. When we

revise the manual, we will post the updates on the Internet so that those who purchase a manual can update their copies as well.

Also enclosed is a feedback form. Feel free to provide specific comments and suggestions which we will take into consideration when updates are made. The feedback forms should be sent via your licensing chief/supervisor (or Barb Karlen for WCCIP staff) to Anne Carmody.

Thanks again to the Child Care Workgroup and to all of you for your patience.

cc Anne Carmody  
Jeanne Nelson  
Regional Program Support Manual Contacts